

**Department of Transportation
Federal Highway Administration
Office of Acquisition Management**

**Billing Instructions
Cost Reimbursement Contracts**

1. **Introduction**

Reimbursement procedures related to negotiated cost-type contracts involve the preparation and submission by Contractors of properly prepared vouchers to the Government. These instructions are provided for the use of Contractors in the preparation and submission of vouchers requesting reimbursement for work performed under the contract. The submission of vouchers as suggested herein will keep the correspondence and other causes for delay to a minimum and will thus assure prompt payment to the Contractor.

2. **Forms to be Used**

In requesting reimbursement, Contractors are urged to use the regular Government voucher forms, Public Voucher for Purchases and Services Other than Personal, SF-1034 and Continuation Sheet, SF-1035. Or the Contractor may use its own forms, provided the Contractor's forms follow the format of the SF-1034 and SF-1035.

3. **Preparation**

Each billing shall be prepared in an original and two copies, arranged in two parts as follows and submitted at intervals as specified by the terms of the contract. Each billing must be sequentially numbered, beginning with 1 for each contract. Billings for different contracts may not be co-mingled on a single billing.

Part I - Summary of All Costs

This portion consists of a listing of cost elements, by general categories, i.e., direct labor, overhead, etc., showing the amounts incurred during the period covered by the billing. The reimbursement costs incurred, and the dates for the period for which billing is made, must fall within the period as set forth in the contract.

The Contractor shall include the following signed certification for support service contracts:

“I certify that the hours and/or materials identified are allocable to the job being billed and that the costs are justified as attributable solely to the performance of this Government contract.”

The Contractor shall include the following signed certification for all other cost reimbursement contracts other than support services:

“I certify that all payments requested have been incurred, are allocable to this contract and have not been billed previously.”

Part II - Details of Direct and Indirect Costs:

This part consists of a detailed statement of direct and indirect costs and supports each category of costs shown in Part I. The Contractor shall include a breakdown for the current billing period and cumulative totals since contract execution. The detailed information to be continued in Part II is to assist the Contracting Officer and program office personnel in verifying voucher vis-a-vis contract performance. The categories of costs should be itemized and described as follows:

a. Direct Labor

Direct labor costs consist of salaries and wages paid for scientific, technical and other work performed pursuant to the terms of the contract and shall be billed as follows:

List employees whose salaries or wages, or portions thereof, were charged to the contract; show the name, title, rate, days (or hours) worked and amount for each individual. Indicate if the labor rates include fringe benefits. If it is the Contractor's established practice to treat fringe benefits as a direct cost at a percentage of total labor costs, show the rate and amount as a separate item. If it is the Contractor's established practice to treat fringe benefits as an indirect cost, such costs shall be billed separately as an indirect cost item.

The cost of direct labor charged directly to the contract shall be supported by time records maintained in the Contractor's office.

(NOTE: Fringe benefits, bonuses, etc., are usually treated as indirect costs for inclusion in the overhead pool; however, they may be treated as direct labor costs or as “Other Direct Costs” if this treatment is in accordance with generally accepted accounting standards).

Premium pay is the difference between the rates normally paid on a straight time basis, and amounts paid for overtime or shift work. Such pay is not included in the direct labor and shall not be included in the billing for “direct labor” unless the Contractor has permission to utilize premium rates.

Unless provided for in the contract, premium pay must be authorized by the Contracting Officer in advance. Billings for unauthorized premium pay cause delays in payment due to suspensions and exchange of correspondence. Citations to authorizations for premium pay will avoid delays in payment.

Authorized premium pay may be shown in Part I as a single item; in Part II it must be separately itemized for each position or job category showing the amount and a citation of the Contracting Officer's letter of authorization.

If there is an annual escalation clause for direct labor in the contract, these rates shall not be exceeded in the billings.

b. **Materials and Supplies**

Only those items which the Contractor normally treats as "direct costs" shall be claimed under this heading. Items costing less than \$25 should be listed by category of materials or supplies (e.g., film, rentals, office supplies). Materials and supplies which exceed a unit price of \$25 should be billed separately. Show the description and dollar amount of individual items. All materials and supplies charges must be supported by the Contractor's records.

c. **Other Direct Costs**

NOTE: Other direct costs represent expenses related directly to the contract, provided such expenses are consistently treated as direct costs rather than indirect costs.

d. **Travel**

When authorized in the contract as a direct cost, travel costs directly related to specific contract performance may be billed as a direct cost. Travel costs detail in Part II shall include:

1. Name of traveler and official title.
2. Purpose of trip.
3. Dates of departure and return to starting point (station or airport).
4. Transportation costs, identified as to rail, air, private automobile (including mileage and rate) and taxi.
5. Unless otherwise authorized, travel costs will be reimbursed based on DOT Travel Regulations. This regulation provides for CONUS Per Diem reimbursement prescribed by GSA. Current regulation limits first and last days of travel to 3/4 Per Diem for each day.

If travel is made at other than economy fares, a statement shall be included indicating the reason for the deviation. Also, a copy of the air or rail ticket shall be included.

e. **Consultant Fees**

Part II of the voucher shall include the consultant's name, rate, number of days or parts of days and the total amount of charges.

f. **Subcontract Payments**

The voucher shall include the name of the subcontractor and the total amount of charges, supported by a break-down by elements of cost.

g. **Equipment**

Nonexpendable equipment must be identified, showing name of article, make, model, number of units, unit cost, and total cost.

h. **Indirect Costs**

Pending the establishment of final negotiated indirect rates for the Contractor's fiscal year or period of contract, whichever is applicable, indirect costs, i.e., overhead, fringe benefits and general and administrative expense must be billed at rates set forth in the contract. Rates can be changed during performance of the contract only by contract modification. When the rates are changed, the Contractor shall show revised rates on succeeding vouchers.

i. **Fixed-Fee**

Fixed-Fee, is to be billed in accordance with the terms of the contract.

j. **Cost of Money**

If applicable, cost of money shall be billed at rates set forth in the contract.

k. **Withholding**

Indicate the amount of cost/fee to be deducted from the cost subtotal, along with the percentage of withholding, as set forth in the contract.

OF-17 Offer Label

1. This label may only be used on envelopes larger than 156 mm (6 1/8 inches) in height and 292 mm (11 1/2 inches) in length.
2. Print or type your name and address in the UPPER left corner of the envelope containing your offer.
3. Complete the bottom portion of this form and paste it on the LOWER left corner of the envelope, unless the envelope is 156 mm by 292 mm (6 1/8 inches by 11 1/2 inches) or smaller.

OFFER

SOLICITATION NO.: DTFH61-08-R-00024

DATE FOR RECEIPT OF OFFERS: August 11, 2008

TIME FOR RECEIPT OF OFFERS: 3:00 pm

OFFICE DESIGNATED TO RECEIVE OFFERS:

Federal Highway Administration
Office of Acquisition Management
1200 New Jersey Avenue, SE
Washington, DC 20590
Attention: Daniel Confer, HAAM-30

PAST PERFORMANCE QUESTIONNAIRE
Source Selection Sensitive (when completed)

OFFEROR/TEAM: _____

1. REFERENCE INFORMATION FOR:

Contractor: _____
Contract Number: _____
Type of Contract: () Fixed Price Type () Cost-Reimbursement Type () Other: _____
Period of
Performance: _____
Contract Value: (initial) \$ _____ (current)..\$ _____

2. CONTACT INFORMATION: Please provide the following information for the person(s) providing the reference (to assist us in tracking responses received and resolving any conflicts in the evaluation process if necessary)

Name of Contact: _____
Phone & Fax Numbers: _____
Organization/Office: _____
Position Title/Grade: _____
Period of involvement in contract: _____
Questionnaire Completion Date: _____

PAST PERFORMANCE QUESTIONNAIRE

For the following questions, please circle/check the appropriate rating. Comment lines are provided for additional information if the #2 or #1 rating is given (however the comment lines may be used to provide any additional information deemed noteworthy).

		High				Low
1.	QUALITY OF SERVICE:	5	4	3	2	1
This area deals with compliance of contract requirements, to include appropriateness of personnel and technical excellence.						
		High				Low
2.	TIMELINESS OF PERFORMANCE:	5	4	3	2	1
This area deals with the contractor's ability to meet milestones and delivery schedules, to include responsiveness to technical direction, completion of efforts on time including wrap-up and contract administration.						
		High				Low
3.	PRICE/COST CONTROL:	5	4	3	2	1
This area deals with the contractor's ability to control price/cost escalation during performance to include appropriate budgetary estimates, current/accurate/complete billings/invoices, relationship of negotiated costs to actual, claim submissions, cost efficiencies, and change order issues.						
		High				Low
4.	CUSTOMER SATISFACTION:	5	4	3	2	1
This area deals with the contractor's commitment to satisfaction and cooperative/reasonable businesslike behavior with own staff and customers to include: effective management, responsiveness to clients or Government program personnel, operates with honesty and integrity, prompt notification of problems, flexible and proactive qualities, effective contractor-recommended solutions, and effective subcontracting and teaming arrangements.						

Comments (attach additional pages as necessary):

GENERAL INFORMATION: Please provide answers to the following questions.

5. Has the contractor ever been given a cure notice, show cause notice, suspension of progress payments, or other letters directing the correction of a performance problem; or has this contract been partially or completely terminated, or is there any pending termination actions? ☐ No ☐ Yes

If yes: ☐ Default ☐ Convenience; and please explain:

6. Changes in contract dollar value throughout the life of the contract are/were attributable, for the most part, to:
- ☐ Government-issued change orders ☐ claims submitted by the contractor
- ☐ other Government actions ☐ other contractor actions (please explain below)

7. Based on this contractor's overall performance, would you award this contractor another Government contract?

☐ Yes ☐ No If no, please explain:

8. If any of the above responses are based on adverse past performance, have you discussed it with the contractor and has the contractor had an opportunity to comment?

☐ Not Applicable ☐ Yes ☐ No If yes or no, please explain:

AUTHORIZED NEGOTIATORS

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations:

(list names, titles, telephone & fax numbers, and email addresses of the authorized negotiators).

CERTIFICATION OF DATA (MAY 2005)

NOTICE: The Secretary of Transportation has determined that this certification shall be retained in accordance with Section 4301(b)(1)(B)(i)(II) of the Federal Acquisition Reform Act (Public Law 104-106, 41 U.S.C. 425, note) and DOT Memorandum dated July 17, 1996.

(a) The offeror represents and certifies that to the best of its knowledge and belief, the information and/or data (e.g., company profile; qualifications; background statements; brochures) submitted with its offer is current, accurate, and complete as of the date of its offer.

(b) The offeror understands that any inaccurate data provided to the Department of Transportation may subject the offeror, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) enforcement action for false claims or statements pursuant to the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801-3812 and 49 CFR Part 31 and/or; (3) termination for default under any contract resulting from its offer and/or; (4) debarment or suspension.

(c) The offeror agrees to obtain a similar certification from its subcontractors.

Signature: _____

Date: _____

Typed Name and Title: _____

Company Name: _____

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under 18 U.S.C. 1001.